



COURT SERVICES & OFFENDER SUPERVISION AGENCY

NOTICE OF VACANCY

ANNOUNCEMENT NO.: CSS 05-016 (KS)

JOB TITLE: Community Supervision Assistant (OA), GS-303-5/6

AREA OF CONSIDERATION: All Sources

OPENING DATE: 02/14/05

CLOSING DATE: 02/28/05 (Must be received by 5:00 pm)

PROMOTION POTENTIAL: GS-7

STARTING SALARY: GS-5, \$28,620 pa; GS-6, \$31,903 pa

Community Supervision Assistant (OA), GS-303-5/6, (multiple positions), Court Services & Offender Supervision Agency (CSOSA), Community Supervision Services, Washington, DC.

DUTIES: The incumbent performs a variety of administrative and technical duties to support the Supervisory Community Supervision Officer (SCSO) and team members. Compiles statistics and prepares administrative reports. Prepares a variety of referral and case management documents for use by the Community Supervision Officers. Performs preliminary screening of documents related to offender intake and/or assignment to ensure all required information is submitted and accurate. Maintains communications with judicial support personnel and other Court staff, and performs related liaison activities with other criminal justice agencies or personnel.

QUALIFICATIONS: For the GS-5 level, applicants must have one year of specialized experience equivalent to the GS-4 grade level or 4 years above high school. Specialized experience is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **Specialized experience** at the GS-5 level is experience in preparing reports, forms and a variety of referral and case management documents, understanding the basic processes associated with probation and parole systems, and having a knowledge of various policies and procedures associated with community service programs. For the GS-6 level, applicants must have one year of specialized experience equivalent to the GS-5 grade level. **Specialized experience** at the GS-6 level is performing receptionist duties such as directing callers to voice mail or accurately recording phone messages for team members and appropriately directing callers based on the reason for the call; specialized experience is experience explaining resources, services, and administrative processes to inquirers and/or making referrals to the appropriate Community Supervision Officer, and researching and following up with Supervisory Community Supervision Officer on issues related to case assignments, transfers and closures when needed.

Applicants must be qualified typists with a typing speed of 40 words or more per minute. You must provide certification of typing speed at the time you submit your application. This certification may be in the form of a signed and dated document stating your typing ability.

Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS SHOULD ADDRESS EACH OF THE KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

1. Ability to provide clerical assistance to a staff in law enforcement and to assist with court preparation/ preliminary screening.
2. Skill with personal computers and computer applications used to gather information, prepare reports, or produce other law enforcement documents.
3. Ability to deal with members of the general public to include law enforcement officer's, court personnel and also those who are under supervision.
4. Ability to compile statistical data and assist with the preparation of various reports.
5. Knowledge of the Criminal Justice system.

On a separate sheet of paper, address your experience and/or education related to the KSAs described above, giving specific examples. List each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and KSAs listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

Status applicants who wish to be considered under both merit promotion and competitive procedures must submit two applications. If only one application is submitted, you must indicate if you want to be

considered under merit promotion procedures or competitive procedures. If you do not indicate a preference, your application will be considered according to your eligibility.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Veterans: If you are claiming 5 point veteran preference, a DD-214 is required. If claiming 10 point veteran preference, a DD-214, SF-15 and a letter dated within the last 12 months from the VA are required.

Applications and all required documents must be received by 5:00 p.m. on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Karen Schmitz (202) 220-5444 or **TTY (202) 220-5474**. Applications must be *received* by 5:00p.m. on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

CSOSA is an Equal Opportunity Employer.